

SUBJECT: Use of the P drive

EFFECTIVE DATE: April 2003

POLICY NUMBER: PL - 002

SEE ALSO:

POLICY SUMMARY

Public Drive (P:) Use

The Public drive, a network drive mapped to each PC user designated as "*Public on 'City'(P:)*", is to be used to share data publicly between **all** City of Salina users. Information stored on the Public drive should be limited to items that all users might need access to. Confidential information should not be stored on P drive. Department drives should be used to share items amongst department staff rather than using the P drive.

Items to be used by all City of Salina employees (e.g., phone directories, health insurance forms, logos, etc.) are to be stored on the Public drive. For example, a phone directory would be a logical item to be stored on the Public drive. Personal and/or confidential files (e.g., vacation photos, MP3s, employee evaluations, etc.) are items that are **not** to be stored on the Public drive.

All items stored on the Public drive are to be stored in folders. An existing folder should be used or a new folder should be created to store items. All folders should have names descriptive enough to be understood by the casual user viewing them. Under no circumstances should any items be stored in the root directory of the Public drive.

Periodic Review

Periodically, the Computer Technology Department will review items stored in the public drive. If items are found that are considered inappropriate for storage on the Public drive, an attempt will be made to contact the owner. The owner will be asked to remove it or move it elsewhere. If the item is not removed within a week of contact, then the Computer Technology Department will delete it.

(This policy comes directly from Computer Technology Dept)